



State of California
Department of Resources Recycling & Recovery (CalRecycle)
CalRecycle 109A (Rev. 7/14)

DUTY STATEMENT

Classification: Associate Governmental Program Analyst (AGPA)

Working Title: Operations Section Chief (OSC)/Debris Group Supervisor (DGS)

Division/Office/Section: Exec/Office of Debris Recovery

Location: Debris Removal Operations Center

Effective Date:

Employee's Name: *

Supervision Exercised: ☐ Yes ☒ No

Supervisor's Name: Tina Walker

Collective Bargaining Identifier (CBID): *

This is an emergency operational assignment. Some or all of the incumbent's non-emergency duties may temporarily cease. While fulfilling an emergency operational assignment the incumbent is filling a specific position that reports to a specific Incident Command System (ICS) hierarchy. This is the chain of command that the incumbent will report to while on this emergency assignment. The incumbent will obtain and maintain the necessary disaster recovery and safety training/certifications to be able to function in the assigned capacity. This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees from theirs and other agencies; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to department and operational policies and procedures regarding attendance, leave, and conduct while on assignment.

POSITION DESCRIPTION

The Operations Section Chief (OSC)/Debris Group Supervisor (DGS) is a member of the Incident Command General Staff and reports to the Incident Commander (IC)/Branch Director (BD). Multiple OSC/DGS may be activated to oversee the specific roles and responsibilities of the Contractor's staff, and as an incident expands and would act in a project lead capacity to support the IC in running the Operations Section and lead the Contractor staff. The following tasks should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

ESSENTIAL FUNCTIONS

- 45% Act as team leader by overseeing all contract staff and manage the incident-related operational activities, and the environmental support activities needed for the debris cleanup. Work closely with and support the Incident Commander/Branch Director and the Planning and Finance Section Chiefs in formulating and updating the incident specific information that will be prepared to direct the Operations Team as to their duties and their responsibilities. The OSC/DGS is responsible for ensuring the setup of staging areas for the contractor's staff and assisting in directing them in their assigned tasks. Assisting in establishing and directing all tactical objectives for contractor staff in support of each Incident Action Plan's (IAP) operational period. Organizes, assigns, and directs all the contractor's tactical or response resources assigned to the incident. Sets up the required Divisions and/or Specialty Groups to properly, effectively, and efficiently carry out the debris cleanup operations technical support.
- 25% Oversee the consultant's and the contractor's teams, who together shall be responsible for all operational activities. Manage tactical operations. Interact with other staff to develop the operations portion of the Incident Action Plan. Request resources needed to implement the Operation's tactics as a part of the Incident Action Plan development (ICS 215). Ensure safe tactical operations. Request additional resources to support tactical operations. Approve release of resources from assigned status (not release from the incident). Propose changes to the Incident Action Plan during the Operational Period as necessary.
- 25% Manage and oversee cleanup of designated lots, load and sort debris for debris removal. Monitor and oversee cleanup contractors, consultants and all operation crews. May conduct visual site assessments on properties for quality control of data collection procedures and to support the execution of, or

modification of, the IAP. May oversee, as needed, cleanup of designated lots and the sorting and loading of debris for debris removal to ensure contract requirements are being met. May estimate quantities of each material being removed from the site: contaminated soil, ash debris, metal, green waste, concrete, asbestos and other hazardous material & waste to confirm that waste characterization, estimations and data collection is consistent across sites and communicate corrective actions to the monitoring/assessment teams as needed. May identify areas requiring background soil sampling according to the project clean-up goals. May direct confirmation sampling at cleanup locations by using the site assessment maps of the ash and debris footprint to ensure sampling is conducted within the footprint. Independently interpret results onsite to identify re-scrape decision units according to the Soil Sampling Plan. May oversee air monitoring programs, both onsite and in the community, to ensure the operation is not having a deleterious effect on air quality for the public, community or operation personnel.

MARGINAL FUNCTIONS

5% Other tasks identified by the Incident Commander for the success of the mission and fulfillment of the obligations as specified in the RFP.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation:		Date:
Employee Signature:		
I certify that the above accurately represent the duties of the position:		Date:
Supervisor Signature:		
PERSONNEL USE ONLY: This personnel transaction has been reviewed and approved by:		
C&P Analyst:		Date Approved:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- ☐ Designated under Conflict of Interest Code.
- ☐ Duties performed may require annual physical.
- ☒ Duties require participation in the DMV Pull Notice Program (drives on state business 6 or more time per month).
- ☐ Requires the utilization of a self-contained breathing apparatus.*
- ☐ Operates heavy motorized vehicles.*
- ☐ Requires repetitive movement of heavy objects.*
- ☐ Performs other duties requiring high physical demand.* (Explain below)

*May require a pre-employment medical examination.

ESSENTIAL FUNCTIONS OF POSITION

- ☒ **VISION** – You must have sufficient vision to perform the following duties: identify resource requirements and prepare supporting materials; monitor all division contracts; develop training programs and examination planning; review legislation, prepare and initiate personnel transactions.
- ☒ **HEARING** – Your hearing must be sufficiently acute to perform following duties: perform phone consultations; take oral instructions
- ☒ **SPEECH** – You must have sufficient ability to speak to perform following duties: speak on the phone; interact with staff, contractors and the public
- ☒ **CARDIAC/CIRCULATORY SYSTEM** – Your cardiac/circulatory system must be in sufficient condition to perform the following duties: walk around job sites, often on uneven or sloped terrain
- ☒ **RESPIRATORY SYSTEM** - Your respiratory system must be in sufficient condition to perform these duties: wear a respirator when required by the Site Safety and Health Plan, walk around job sites, often on uneven or sloped terrain
- ☒ **ORTHOPEDIC** – You must have the ability to use the following selected body parts – a. neck, b. shoulder, c. arm, d. elbow, e. wrist, f. hand, g. finger, h. spine, i. back, j. hip, k. leg, l. knee, m. ankle, n. foot, o. toe, to perform the following duties: use computer (a, b, c, d, e, f, g); attend meetings (h, i, j, k, l, m, n); and, use of appropriate body parts to perform other duties of this position
- ☒ **MANUAL DEXTERITY** – You must be able to perform the following duties involving manual dexterity: use the computer; telephone, calculator; FAX machine; drive vehicle to meetings, job sites, etc.
- ☒ **BENDING, STOOPING, KNEELING** – You must be able to bend at the knee or waist, stoop, and kneel to perform the following duties: observing pertinent items at or near ground level
- ☒ **SITTING OR STANDING** – You must be able to sit or stand for extended periods of time to perform the following duties: attend meetings, tour facilities or job sites, sit at desk for extended periods of time to perform division administrative duties that are mandatory for this position
- ☐ **LIFTING** – You must be able to lift up to pounds to perform the following duties:
- ☐ **CONCENTRATION** – You must be able to continuously concentrate to perform the following duties:
- ☐ **EQUILIBRIUM/BALANCE** – You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
- ☒ **LOSS OF AWARENESS OR CONSCIOUSNESS** - You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others: driving a 4x4 vehicle
- ☐ **CONTAGIOUS OR COMMUNICABLE DISEASE** - You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
- ☒ **DRIVING OR OPERATING DANGEROUS EQUIPMENT** – You must be able to drive or operate dangerous equipment to perform the following duties: driving a 4x4 vehicle
- ☐ **Do you have any other physical or mental condition or limitation not listed above that prevent you from performing the essential functions of this position as described in this job description?**

EMPLOYEE CERTIFICATION

- ☐ Yes. I am able to perform all of the above listed essential functions of the position, and have no physical or mental condition or limitation that prevent or otherwise impair me from doing so.
- ☐ Yes, I am able to perform all of the above-listed essential functions of the position, but will require reasonable accommodation in order to do so.
- ☐ No, I am unable to perform one or more of the above-listed essential functions of the position, even with reasonable accommodation.
- ☐ I am not sure if I am able to perform on or more of the above-listed essential functions of the job.

Signature

Date